



**Board Meeting Minutes
Regular Session
May 18, 2023**

The Charlevoix County Department of Health and Human Services Board held its regular monthly meeting on Thursday, May 18, 2023, at the facility. The following persons were in attendance:

- **Mary Jason, Board Chair**
- **Paul Andrews, Vice Chair**
- **Patricia Hellebuyck, Board Member**
- **Joshua Chamberlain, Charlevoix County Commissioner Liaison**
- **Joe Taylor, Administrator**
- **Jane Korthase, Human Resource Director**

Guest: Lisa Dunson, Activity Director

Mrs. Jason called the meeting to order at 9:30 a.m.

There was no public comment.

Lisa Dunson, Activity Director, presented information about the proposed Activity Tech position. The Activity Tech would not have the CNA credential and could help with non-clinical tasks in the Activity Department to allow Activity CNAs to assist with the clinical needs of Grandvue's Residents.

Mrs. Jason moved to support moving forward with the Activity Tech position contingent on receiving financial information to support the cost; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

The Board thanked Lisa Dunson for her hard work and that of her team; Lisa left the meeting at 9:50.

Mr. Andrews moved to approve the agenda; second by Mrs. Hellebuyck.

Yeas: 3

Nays: 0

Mr. Andrews moved to approve the minutes of the April 20, 2023, Board Meeting; second by Mrs. Hellebuyck.

Yeas: 3
Nays: 0

The Board reviewed the Department Head Reports.

Joe Taylor presented the Administrator's Report and a review of the recent State Survey results.

Mr. Andrews moved to receive the April 2023 financial reports; second by Mrs. Hellebuyck.
Yeas: 3
Nays: 0

Mrs. Jason moved to allow an increase in the private pay rate from \$361.00/day to \$367.81/day effective 60 days after notifying affected parties; second by Mrs. Hellebuyck.
Yeas: 3
Nays: 0

Mr. Andrews moved to allow an additional \$5,000.00 from the Capital Depreciation Account for the Basement Air Conditioning Capital Project; second by Mrs. Hellebuyck.
Yeas: 3
Nays: 0

Mr. Andrews moved to approve payment of the April 2023 bills in the amount of \$767,964.69; second by Mrs. Hellebuyck.
Yeas: 3
Nays: 0

Mr. Andrews moved to allow the transfer of funds from the Grandvue Capital Depreciation Account to the Grandvue Operating Account in the amount of \$7,231.00; second by Mrs. Hellebuyck.
Yeas: 3
Nays: 0

Mr. Andrews moved to allow the transfer of funds from the Grandvue CPE Account to the Grandvue Operating Account in the amount of \$31,164.01; second by Mrs. Hellebuyck.
Yeas: 3
Nays: 0

Mr. Andrews moved to approve revising the *Lab Specimens, Collection and Transportation of* policy; second by Mrs. Hellebuyck.
Yeas: 3
Nays: 0

The next meeting will be held at 9:30 a.m. on Thursday, June 22, 2023.

The meeting adjourned at 11:40 a.m.

Respectfully submitted,
Jane Korthase